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GUIDE TO
MUNICIPAL NUCLEAR EMERGENCY PLANNING

A RESEARCH REPORT

BY

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**GUIDE TO
MUNICIPAL NUCLEAR EMERGENCY PLANNING**

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GUIDE TO
MUNICIPAL NUCLEAR EMERGENCY PLANNING

CHAPTER 1

INTRODUCTION

- 1.0.1 The aim of this report is to establish broad guidelines for municipal nuclear emergency planning in the Province of Ontario. It applies to planning and preparations required to be undertaken by municipalities with areas inside the Primary Zone of designated nuclear facilities. Such municipalities are specified in the Provincial Nuclear Emergency Plan as "designated municipalities".
- 1.0.2 It is intended to supplement the procedures outlined in the Provincial Nuclear Emergency Master Plan, examining in more detail the responsibilities which are allocated to municipalities.
- 1.0.3 The report is organized according to the various municipal bodies which will be required to respond to a nuclear emergency. Specific tasks are assigned to each municipal department in separate chapters. Methods by which departments will prepare for and implement those duties are proposed.
- 1.0.4 This report is based on a regional or metropolitan structure of municipal government. Other types of municipalities will need to apply it to their structures with appropriate modifications.

CHAPTER 2

GENERAL MUNICIPAL RESPONSE

SECTION 1

MUNICIPAL RESPONSE ORGANIZATION

- 1.0.1 During Phase 1 (the emergency phase) of a nuclear emergency the municipal response will be controlled by a Municipal Control Group functioning in a municipal operations centre (see Section 3 below).
- 1.0.2 The municipal departments which will be mainly involved in dealing with a nuclear emergency are:
 - (a) Police
 - (b) Social Services
 - (c) School Boards
 - (d) Public Health
 - (e) Fire
 - (f) Works
- 1.0.3 There are two general ways in which municipal departments can function during a nuclear emergency:
 - (a) with the head of the department sitting in the Municipal Control Group, and issuing directives to various elements of the department from the Operations Centre; or
 - (b) with the head of the department controlling the functioning of the department from its head office, and having a representative sit on the Municipal Control Group and convey its directives to the department head.

SECTION 2
NOTIFICATION

2.1 Initial Notification

- 2.1.1 The Police Communications Office must be prepared to receive notification from the nuclear facility of a nuclear emergency.
- 2.1.2 The Communications Office will be responsible for initiating emergency notification in the municipality.
- 2.1.3 It will advise all members of the Municipal Control Group (MCG), or their designated alternates, to assemble at the Municipal Operations Centre.
- 2.1.4 The Office will also notify the Coordinator of Emergency Planning for Ontario.
- 2.1.5 Each department represented in the MCG should forward the name of its appointed representative and his or her alternate, along with both business and residence telephone numbers, to the Communications Office. It is recommended that the Office also have a record of the home address of each contact.

2.2 Internal Notification

- 2.2.1 Each department must identify those employees who will be contacted in a nuclear emergency.
- 2.2.2 It is advisable for each department to establish an emergency fan-out notification plan, containing business and residence telephone numbers for all members of the department, including administrators, field staff, clerical workers and maintenance employees.
- 2.2.3 Employees should be familiar with established procedures for both initiating and responding to notification of a nuclear emergency.

2.3. External Notification

- 2.3.1 Departments must also identify external organizations which will need to be notified in a nuclear emergency.
- 2.3.2 Depending on the scale of the emergency, each department may be required to contact:

- (a) corresponding second-tier municipal departments;
- (b) departments in neighbouring municipalities;
- (c) regional offices of provincial ministries;
- (d) other organizations.

2.3.3 Procedures for contacting these organizations during an emergency should be specified in advance. It will be necessary to establish a 24-hour contact at each.

2.4 Public Notification

2.4.1 Members of the affected population should be warned of a nuclear emergency. If protective measures are required they must be notified of these as rapidly as possible.

2.4.2 Three methods can be used to notify the public in a nuclear emergency:

- (a) announcements through public address systems;
- (b) announcements through the news media;
- (c) where a public alerting system (such as sirens) is in place, by activating the system.

2.4.3 Public Address Systems. Police vehicles equipped with sirens and/or public address systems will traverse affected response sectors, alerting residents to the nuclear emergency, or to the need for taking some protective measure. The sound signal used should be pre-arranged, and the public informed of it via the public education program.

2.4.4 Alerting routes through each response sector must be established prior to an emergency.

2.4.5 News Media. Announcements through the media must be used to provide follow-up instructions once the public has been alerted to a nuclear emergency.

2.4.6 The municipality must designate specific radio and television stations for use as information channels during an emergency.

2.4.7 The following should be arranged with each radio/TV station:

- (a) A contact who can be reached by telephone on a 24-hour basis;

- (b) An authentication procedure;
 - (c) Pre-arranged messages (with perhaps some specifics, like sector numbers, filled in at the time).
- 2.4.8 It may be necessary to make arrangements for extended broadcast hours with designated radio and television stations.
- 2.4.9 A letter of agreement or a formal contract should exist between the municipality and each station, specifying the services which will be provided in an emergency.

SECTION 3

MUNICIPAL OPERATIONS CENTRE

3.1 Municipal Control Group (MCG)

- 3.1.1 The Municipal Control Group will be the primary controlling and coordinating body in the municipality during a nuclear emergency.
- 3.1.2 In the initial stages of a nuclear emergency, the MCG will implement protective measures based on recommendations from the nuclear facility. Once the Province assumes control, the MCG will be responsible for implementing the protective action directives of the Provincial Operations Centre.
- 3.1.3 The Municipal Control Group should comprise the following members:
- (a) Chairman of the MCG;
 - (b) Heads of Council from each of the Primary Zone municipalities;
 - (c) Chief Administrative Officer;
 - (d) Chief of Police, or representative;
 - (e) Head of the Social Services Department, or representative;
 - (f) A representative from both the Public and Separate School Boards;
 - (g) The Medical Officer of Health for the area, or representative;

- (h) The area Fire Coordinator, or representative;
 - (i) A representative of the Works Department;
 - (j) The Emergency Planning Coordinator for the municipality;
 - (k) A liaison person from the nuclear facility.
- 3.1.4 The primary purpose of the MCG is to coordinate the activities of the various municipal bodies which will respond to a nuclear emergency. Members will also provide advice to the Head of the MCG in making necessary decisions. Where several independent municipalities form a Joint MCG, the authority to make decisions for, and issue orders to, each municipality remains with the Head of Council of that municipality.
- 3.1.5 It is important that the MCG serve as the central information point in the area. All information received by individual members and their departments must be communicated to the group as a whole.

3.2 Facility

- 3.2.1 The municipality must designate a facility which will be used as the Municipal Operations Centre.
- 3.2.2 The facility should be situated outside of the Primary Zone. It should be equipped with an adequate number of telephone lines, and, if possible, a permanent radio installation.
- 3.2.3 Three distinct areas will be required within the Operations Centre:
- (a) a work area where the Control Group will function;
 - (b) a briefing area for emergency workers;
 - (c) a communications area for radio and telephone equipment and operators.
- 3.2.4 A procedure for opening and equipping the centre on a 24-hour basis must be established prior to an emergency.
- 3.2.5 If the facility is not open 24 hours, as a police station or fire station would be, a number of police officers should be dispatched to the Centre immediately after receiving notification of an emergency. It may be advisable for the Police Department to be supplied with a key to the facility.

3.3 Equipment

- 3.3.1 All equipment which will be required at the Municipal Operations Centre must be allocated and identified prior to an emergency. It is essential that the Centre become operational as quickly as possible.
- 3.3.2 If the necessary equipment is not available at the facility, it should either be stored there or readily available in an emergency. Police officers who will be dispatched to open the Centre should be familiar with procedures for obtaining and installing the equipment.
- 3.3.3 Each department or office represented in the MCG should identify the particular resources it will require and ensure they will be available at the Centre.
- 3.3.4 Equipment which will be required at the Operations Centre might include the following:
 - (a) additional tables and chairs;
 - (b) maps, charts and blackboards for both the work area and the briefing area;
 - (c) office equipment, including typewriters, photocopying machines and computer terminals.
- 3.3.5 Communications equipment will be the most important aspect of the Municipal Operations Centre. It is essential that information can be transferred between the MCG, which will act as the main control body, and the various organizations which will implement the directives of the Control Group.
- 3.3.6 It will be necessary to provide one telephone line for the exclusive use of each departmental representative and elected official in the Municipal Control Group. Additional lines will be required to communicate with the Provincial Operations Centre and other outside agencies.
- 3.3.7 The Police Department and the Fire Department may need to maintain radio contact with vehicles from the Operations Centre. Radio-equipped vehicles parked outside of the Centre could serve as the communications link with vehicles in the affected area.
- 3.3.8 Guaranteed communications links must be established with the Provincial Operations Centre, the nuclear facility and the Local Information Centre.

- 3.3.9 The municipality must ensure that all necessary communications equipment is currently available at the Centre, or arrangements must be made to obtain the equipment quickly during an emergency.
- 3.3.10 If an adequate number of permanent telephones lines cannot be installed at the Centre, plans must be made to install additional lines on occurrence of the emergency.
- 3.3.11 Volunteer amateur radio operators may be able to provide mobile radio equipment at the MCG. Preparations for this service must be made prior to an emergency.

3.4 Personnel

- 3.4.1 A support staff of clerical workers, radio and telephone operators and maintenance staff will be required at the Operations Centre.
- 3.4.2 Specific employees should be assigned by each department prior to an emergency.
- 3.4.3 As it will be necessary to restrict access to the Municipal Operations Centre, the municipality must determine who will be admitted to the facility, and arrangements made to admit only such persons.

3.5 Emergency Workers

- 3.5.1 An area must be set aside within or adjacent to the Municipal Operations Centre for the purpose of briefing emergency workers. Police officers, fire fighters, bus drivers and Public Works employees working in the affected area may require briefing in such matters as safety, traffic control and evacuation procedures.
- 3.5.2 Preparations should be made for the Emergency Planning Coordinator, or another suitable representative, to conduct briefing sessions.
- 3.5.3 Following the briefing session, workers will proceed, if appropriate, to the Exposure Control Centre where they will be issued protective equipment and dosimeters, should these items be necessary. (Refer to Section 5).
- 3.5.4 After emergency workers have completed their shift they may be required to report again to the OpsCentre for debriefing.

SECTION 4

LOCAL INFORMATION CENTRE

- 4.0.1 The Local Information Centre will serve the following functions:
- (a) to provide information to the public concerning protective measures;
 - (b) to issue news releases to the news media;
 - (c) to assist journalists operating in the local area.
- 4.0.2 The municipality is responsible for designating a facility which will serve as the Local Information Centre. It is also responsible for equipping and staffing the Centre in conjunction with the Province and the nuclear facility.
- 4.0.3 The Local Information Centre should be equipped with two adjoining areas for the Centre staff and the media. An adequate number of telephone lines must be installed in the Centre. Typewriters and duplication equipment must also be available.
- 4.0.4 A municipal spokesperson should be assigned to the Local Information Centre prior to an emergency. Staff which will be required at the Centre might include clerks, telephone operators and press release writers. All personnel must be allocated in advance.
- 4.0.5 Local Information Centre staff must be briefed so that they are familiar with all the procedures of a nuclear emergency.
- 4.0.6 Enquiries received regarding evacuees, including evacuated school children, should be referred to the Registration & Inquiry Office at a Reception Centre.

SECTION 5

EXPOSURE CONTROL CENTRE

- 5.0.1 The Exposure Control Centre will be established by the municipality to ensure the safety of emergency workers operating in the affected areas. The nuclear facility operator will provide technical personnel for the Centre, as well as personal monitoring devices and any protective equipment which emergency workers may require.

- 5.0.2 The municipality will be responsible for assigning a particular facility to be used as the Exposure Control Centre. The facility should be equipped with changing, washing and showering facilities for personal decontamination. As well, it must have a parking area equipped with a fire hydrant where vehicles could be hosed down and decontaminated.
- 5.0.3 The designated facility must be accessible on a 24-hour basis.
- 5.0.4 The municipality must also allocate administrative and support staff to the Centre. Support staff will be responsible for ensuring that any general equipment required is available at the Centre. This may include tables, chairs, blackboards and sundry items such as towels and soap.
- 5.0.5 Personnel and resources for the Exposure Control Centre must be earmarked prior to an emergency.

SECTION 6

TRANSPORTATION

- 6.0.1 During an evacuation the municipality will be required to provide transportation for members of the population who do not have their own means of transport.

6.1 General Transportation Services

- 6.1.1 Several pick-up points or routes should be identified in each response sector. The location of these points/routes must be made known to residents of the sector.
- 6.1.2 Formal arrangements have to be made with public and private transit companies to provide transportation assistance during an emergency.
- 6.1.3 A 24-hour contact must be identified at each company. Companies must have established policies for assembling buses and drivers on a 24-hour basis.
- 6.1.4 Drivers and buses will report first to the Municipal Operations Centre, or other designated place, where they will be briefed on the pick-up points/routes, evacuation routes and Reception Centre which has been designated for the response sector to which they have been assigned.

- 6.1.5 Drivers will transport residents directly to Reception Centres; several trips may be necessary from each pick-up point/route.

6.2 Specialized Transportation Services

- 6.2.1 Two kinds of users of specialized transportation services will need assistance in an evacuation:
- (a) Hospitals, special care facilities and nursing homes will require vehicles equipped to carry bed-ridden and wheelchair-bound patients.
 - (b) Disabled and bed-ridden individuals in private homes may also require specialized transport.
- 6.2.2 Each institution in the Primary Zone should have its own evacuation plan which identifies a corresponding institution in the assigned host municipality where patients will be transferred. The plan should also specify the source of transportation which will be used. This may involve the Provincial Ambulance network.
- 6.2.3 The municipality must ensure that each such institution has an evacuation plan and that adequate transportation services will be available in an emergency.
- 6.2.4 A telephone number should be established and publicized to receive calls from those who require transportation assistance during an evacuation. Vehicles equipped to transport handicapped individuals will then be dispatched to private homes.
- 6.2.5 Formal arrangements should be made with handicap transit companies to provide special transport assistance during an emergency. Private companies must be familiar with the location of Reception Centres which have been designated for each response sector.

SECTION 7

ASSESSMENT OF RESOURCES

- 7.0.1 Maintaining a resource inventory is an essential aspect of nuclear emergency planning. Each department should have an inventory which includes the type, amount and location of all resources, equipment and vehicles available in the municipality. An up-to-date record of employees names,

titles, home telephone numbers and addresses should also be maintained.

- 7.0.2 Current resource inventories will enable each department to assess its emergency response capabilities. Each department should estimate the amount of equipment and personnel which will be required to implement protective action directives, and compare the estimate against the resources available to the department.
- 7.0.3 Any estimation of the number of employees and other resources required for emergency operations must take the following factors into account:
 - (a) Emergency workers will be required to work shifts during an emergency, so all employees cannot be deployed at the start of an emergency. Each department will be wise to divide its personnel into two or three shifts prior to an emergency.
 - (b) It is possible that a certain number of employees will not report for work during a nuclear emergency, particularly if evacuations are ordered. Employee absenteeism must be considered a factor affecting the size of the work force available to each department.
 - (c) Departments will be required to maintain their routine operations in other parts of the municipality, though some reduction in scale may be possible, if necessary.
- 7.0.4 If the comparison of the resources required and the resources available reveals a shortfall, steps should be taken to arrange for assistance or augmentation from other sources. Formal agreements should be entered into with such agencies, including procedures for rapidly obtaining such assistance in an emergency.
- 7.0.5 In addition to an estimation of the resources available to each department in an emergency, it will be useful for departments to have an approximation of the time required to implement various protective measures. A realistic exercise could provide such information.

SECTION 8

TRAINING

- 8.0.1 The responsibilities of some departments and individuals during a nuclear emergency may not differ greatly from duties performed on a regular basis. However, most will

be required to carry out unfamiliar tasks and all will be working under a new organizational structure. They will be required to coordinate their activities with those of other departments and individuals, with whose procedures they may not be familiar.

- 8.0.2 It is essential that all departments and individuals required to respond to a nuclear emergency are properly trained for their roles.
- 8.0.3 The various types of training programs which could be implemented are as follows:
 - (a) Instructional seminars;
 - (b) Notification and assembly tests;
 - (c) Reception and Evacuee Centre rehearsals;
 - (d) Full scale exercises.
- 8.0.4 Emergency workers should receive nuclear emergency safety training, which will include instruction in how to use personal radiological monitoring equipment (dosimeters). The nuclear facility should be able to provide a training program at the request of individual departments.
- 8.0.5 All departmental employees should be familiar with the emergency worker safety system in a nuclear emergency; they must know they will be protected and their safety ensured.
- 8.0.6 It is important that training programs are implemented on a regular basis and that training procedures are periodically reviewed and updated.

CHAPTER 3

THE POLICE DEPARTMENT

SECTION 1

INTRODUCTION

- 1.0.1 The main responsibilities of the police force during a nuclear emergency will be the following:
- (a) to provide notification to the emergency organization and the public;
 - (b) to conduct evacuations and provide traffic control;
 - (c) to provide law enforcement and security services.
- 1.0.2 Although some of these tasks are similar to those routinely performed by the police force, they nonetheless require planning and preparation in order to be carried out efficiently.

SECTION 2

NOTIFICATION

- 2.0.1 Refer to Chapter 2, Section 2 (pages 3-5).

2.1 Initial Notification

- 2.1.1 The Police Communications Office will be the first to be notified by the nuclear facility of an off-site emergency. It will initiate emergency notification in the municipality according to the municipal plan.
- 2.1.2 The Communications Office will be responsible for notifying pre-designated members of the police department, as well as members of the Municipal Control Group.

2.2 External Notification

- 2.2.1 The Communications Office will also be responsible for advising institutions in the affected area of protective measures which are ordered. It must have an up-to-date record, listed by Response Sector, of the telephone number and chief administrator at each of the following:

- (a) public and private schools in the Primary Zone;
 - (b) day care centres and nursery schools in the Primary Zone;
 - (c) hospitals, institutions, nursing homes, special care facilities and group homes in the Primary Zone;
 - (d) Large industrial and commercial establishments in the Primary Zone.
- 2.2.2 The Office should have a record of the transit companies which have been chosen to provide transportation assistance in an evacuation. It should be able to contact the dispatcher at each company on a 24-hour basis.
- 2.2.3 The Communications Office should be responsible for regularly updating the emergency notification list.

2.3 Internal Notification

- 2.3.1 The department should establish an internal fan-out notification list for command personnel.
- 2.3.2 Normal police procedures for calling in off-duty personnel should be adequate in a nuclear emergency. If necessary, similar procedures for non-uniformed personnel should be established.

2.4 Public Notification

- 2.4.1 Police vehicles equipped with sirens and/or public address systems will be required to patrol designated response sectors, alerting inhabitants to the nuclear emergency or to the need for protective measures.
- 2.4.2 The Police Department should determine the number of vehicles so equipped with public address systems which will be available in an emergency. If these are inadequate, arrangements to supplement them must be made.
- 2.4.3 Alerting routes for each response sector need to be outlined prior to an emergency. Established routes will enable the department to estimate the number of vehicles and officers required in each sector.
- 2.4.4 Alerting signals and notification messages should also be pre-arranged.

SECTION 3

MUNICIPAL OPERATIONS CENTRE

- 3.0.1 Refer to Chapter 2, Section 3 (pages 5-8).
- 3.0.2 The police force will be responsible for providing a representative in the Municipal Control Group. The representative may be the Chief of Police or another senior staff member. An alternate representative will also be necessary.
- 3.0.3 If a police station has been chosen as the Municipal Operations Centre, the police department will have the added responsibility of equipping and staffing the Centre. Tables, chairs, blackboards, maps, additional telephone lines and radio equipment may be needed at the Centre. Support staff, such as clerical workers and radio and telephone operators, may also be required.
- 3.0.4 All necessary equipment and personnel must be allocated to the Municipal Operations Centre prior to an emergency.

SECTION 4

PROTECTIVE MEASURES

- 4.0.1 Prior to a nuclear emergency, the police force must determine the types of equipment and the number of officers that will be required to carry out protective measures in each response sector. The department should also have a clear idea of what its capabilities will be during an emergency.

4.1 Precautionary Closing

- 4.1.1 If precautioning closing of schools, businesses and recreation areas is ordered, along with the suspension of non-critical hospital admissions, the Police Department will be responsible for notifying these facilities.
- 4.1.2 The Communications Office will advise pre-listed institutions, hospitals and schools in the affected sectors of the closure order. (Refer to paragraph 2.2.1 above).
- 4.1.3 Vehicles equipped with public address systems will be dispatched to recreation areas to alert people in the area. Police officers will direct them out of the area,

then ensure the area is closed. Warning signs should be placed at each entrance.

- 4.1.4 Recreation areas in each response sector must be identified prior to an emergency. Provincial parks will be closed under provincial arrangements.
- 4.1.5 Plans should also be made to notify watercraft in affected lake areas. A helicopter or boat equipped with a public address system will be required to carry out the task.

4.2 Entry Control

- 4.2.1 If entry control is ordered, the police department will implement it as prescribed in the Traffic Control Plan. (Refer to sub-section 4.5 below).
- 4.2.2 Entry control will automatically be established for any response sector that is evacuated. For sectors that are under sheltering, warning signs (obtained from the Works Department) will be put up by police at entry points.

4.3 Sheltering

- 4.3.1 If sheltering is ordered, police officers will be required to notify the affected sectors in vehicles equipped with public address systems. Alerting routes through each response sector must be determined prior to an emergency.
- 4.3.2 Minimum patrolling to ensure law and order will be carried out in such sectors.

4.4 Evacuation

- 4.4.1 If an evacuation is ordered, police will alert inhabitants of the affected sectors in vehicles equipped with sound systems. Police officers will be responsible for directing people along evacuation routes to designated Reception and Evacuee Centres. Traffic control points will be established according to those outlined in the Traffic Control Plan. (Refer to sub-section 4.5 below).
- 4.4.2 Police officers will also be deployed to Reception and Evacuee Centres where they will provide crowd control and security.
- 4.4.3 Following an evacuation, police will be required to provide law enforcement in the evacuated area. Police officers will patrol the area to prevent looting and break-ins. Police will also be responsible for ensuring

the safety of those people who refuse to leave their homes in an evacuation.

4.5 Traffic Control Plan

- 4.5.1 The police force is responsible for developing a Traffic Control Plan. Where more than one police force is involved a joint traffic control plan will be made. The plan should be designed to control traffic in the following incremental stages:

Stage 1. The aim is to ensure that evacuation routes in the Primary Zone remain open and traffic keeps moving smoothly on them. Also, to permit imposition of entry control on through routes, if so ordered.

Stage 2. To close off external traffic on through routes needed for evacuations, and divert such traffic around the Primary Zone. Stage 1 measures to remain in effect.

Stage 3. To control and direct evacuation traffic from one or more sectors ordered to be evacuated. Stage 1 and 2 measures remain in effect.

- 4.5.2 Once the Traffic Control Plan has been made, it will be necessary to determine the number of barricades, lights and signs which will be required at each traffic control point. The department should also estimate the number of police officers who will be needed to implement each stage of the plan.
- 4.5.3 If the police force does not have the resources or personnel to fully implement the Traffic Control Plan, arrangements must be made in advance to obtain equipment and personnel from other forces during an emergency.

SECTION 5

ASSESSMENT OF RESOURCES

- 5.0.1 Refer to Chapter 2, Section 7 (pages 11-12)
- 5.0.2 If the resources in the department are judged to be insufficient to meet all demands likely to be placed upon it, prior arrangements must be made, and formally documented, to obtain additional resources from other agencies.

SECTION 6

TRAINING

- 6.0.1 Refer to Chapter 2, Section 8 (pages 12-13).
- 6.0.2 Although the duties of police officers during a nuclear emergency will not differ greatly from those performed in other types of emergency, it will be necessary for officers to be familiar with the measures and procedures used to deal with a nuclear emergency. As the most visible figures of authority, it is likely police officers will be called upon to answer many inquiries from members of the public.
- 6.0.3 Of special importance is the education and training of police officers in the emergency worker safety system, and the measures that will be taken to ensure that they are not exposed to radiation while carrying out their duties during a nuclear emergency.

CHAPTER 4

THE SOCIAL SERVICES DEPARTMENT

SECTION 1

INTRODUCTION

- 1.0.1 The Social Services Department will play a major role in a nuclear emergency. Yet, all of the responsibilities assigned to the department in an emergency are outside its normal day-to-day routine. For this reason, detailed planning must be done by Social Services prior to an emergency to ensure that these responsibilities can be carried out. The department must be organized so that it can operate efficiently in an emergency situation.
- 1.0.2 Social Services will not only be responsible for preparing and organizing its own staff to function in an emergency, but the department will be responsible for organizing a volunteer network as well.
- 1.0.3 The Social Services Department will be responsible for providing the following services:
 - (a) Registration and Inquiry;
 - (b) Emergency accommodation;
 - (c) Emergency food supplies;
 - (d) Emergency clothing supplies;
 - (e) Counselling.

SECTION 2

NOTIFICATION

- 2.0.1 Refer to Chapter 2, Section 2 (pages 3-5).

2.1 Initial Notification

- 2.1.1 The head of the Social Services department, or alternate, will be notified of the occurrence of a nuclear emergency by the Police Communications Office.

2.2 Internal Notification

- 2.2.1 The department must establish a fan-out notification plan which includes all departmental staff. This will enable Social Services to assemble personnel quickly in an emergency.

2.3 External Notification

- 2.3.1 If the department has determined that it will require assistance from Social Services Departments in other areas, procedures for contacting these departments must be established prior to an emergency.
- 2.3.2 The region/area office of the Ministry of Community and Social Services should also be notified of the emergency situation.
- 2.3.3 Social Services will be responsible for notifying volunteer organizations which will provide assistance in a nuclear emergency. Notification plans should be made prior to an emergency. (Refer to paragraph 7.0.8 below).

SECTION 3

MUNICIPAL OPERATIONS CENTRE

- 3.0.1 Refer to Chapter 2, Section 3 (pages 5-8).
- 3.0.2 Communication equipment at the Municipal Operations Centre will be particularly important for the Social Services Department. The Control Group representative must be able to contact staff in each Reception and Evacuee Centre, as well as departmental personnel.
- 3.0.3 The department must ensure that adequate telephone lines exist at the Operations Centre. It may also wish to arrange for volunteer amateur radio operators to provide communications equipment at the Centre for the Social Services representative.

SECTION 4

PROTECTIVE MEASURES

- 4.0.1 In the event of an evacuation, the Department of Social Services will be responsible for establishing the following facilities:
- (a) Reception Centres, which will provide initial registration of and direction to evacuees;
 - (b) Evacuee Centres, where food and accommodation will be available.
- 4.0.2 Social Services may also be required to provide psychological counselling for some members of the population following a nuclear emergency.
- 4.0.3 An estimation will need to be made of the number of evacuees who will require emergency services. Estimates will vary depending on several factors, including the relative affluence of the community, its proximity to urban centres, and weather conditions at the time of the emergency.
- 4.0.4 Nonetheless, conservative estimates should be made based upon the total population of the Primary Zone sectors assigned to the municipality as host. Minimum planning levels can be established as follows:
- (a) Reception Centres. Social Services should expect to receive a minimum of 90% of evacuees at Reception Centres for registration, direction to Evacuee Centres, and radiological monitoring.
 - (b) Evacuee Centres. Planning to provide food and accommodation for evacuees should not fall below 25% of the total.

SECTION 5

RECEPTION CENTRES

- 5.0.1 Reception Centres will perform the following functions during a nuclear emergency:
- (a) Registration and Inquiry: All evacuees must register at Reception Centres before they proceed to alternate lodging. A Registration and Inquiry Office will be set up which will enable evacuees

to be located, and inquiries regarding their whereabouts answered.

- (b) Direction: From Reception Centres evacuees will be directed to appropriate Evacuee Centres where food and lodging will be provided.
- (c) Monitoring and Decontamination: Evacuees will be monitored for radioactive contamination by trained personnel. Contaminated evacuees will be required to shower and change clothing. Firefighters will hose down contaminated vehicles.
- (d) Holding School Children: School children will arrive with their class at the Reception Centre which has been designated for their school. Reception Centres will hold children until they are collected by parents.
- (e) First-aid: Evacuees may require minor first-aid treatment at Reception Centres. St. John Ambulance volunteers should be placed in each Centre.

5.0.2 Reception Centres should be so organized as to enable registration, direction to an Evacuee Centre, and radiological monitoring to be carried out without the need for evacuees to dismount from their vehicles, and without holding up the movement of vehicles through the Centre. This could be accomplished in the following way (see Figure 1, page 23A):

- (a) As evacuee vehicles enter the Reception Centre area they are monitored, and contaminated vehicles are directed to the decontamination facility in the Centre.
- (b) Other vehicles divide into two streams: one for those desiring to go to an Evacuee Centre, and the other for those who have their own accommodation to go to.
- (c) Evacuee Centre vehicles are given a paper with the address of their allocated Centre and directions to reach it (with perhaps a sketch), and also one registration card per family in the vehicle. They proceed direct to the Evacuee Centre where they complete and hand in the registration cards, which will be returned to the Registration & Inquiry Office at the Reception Centre (see paragraph 6.0.3 below).
- (d) Vehicles in the other stream (own accommodation) are each given a registration card per family, and directed into a number of lanes. While proceeding slowly along these lanes the cards are

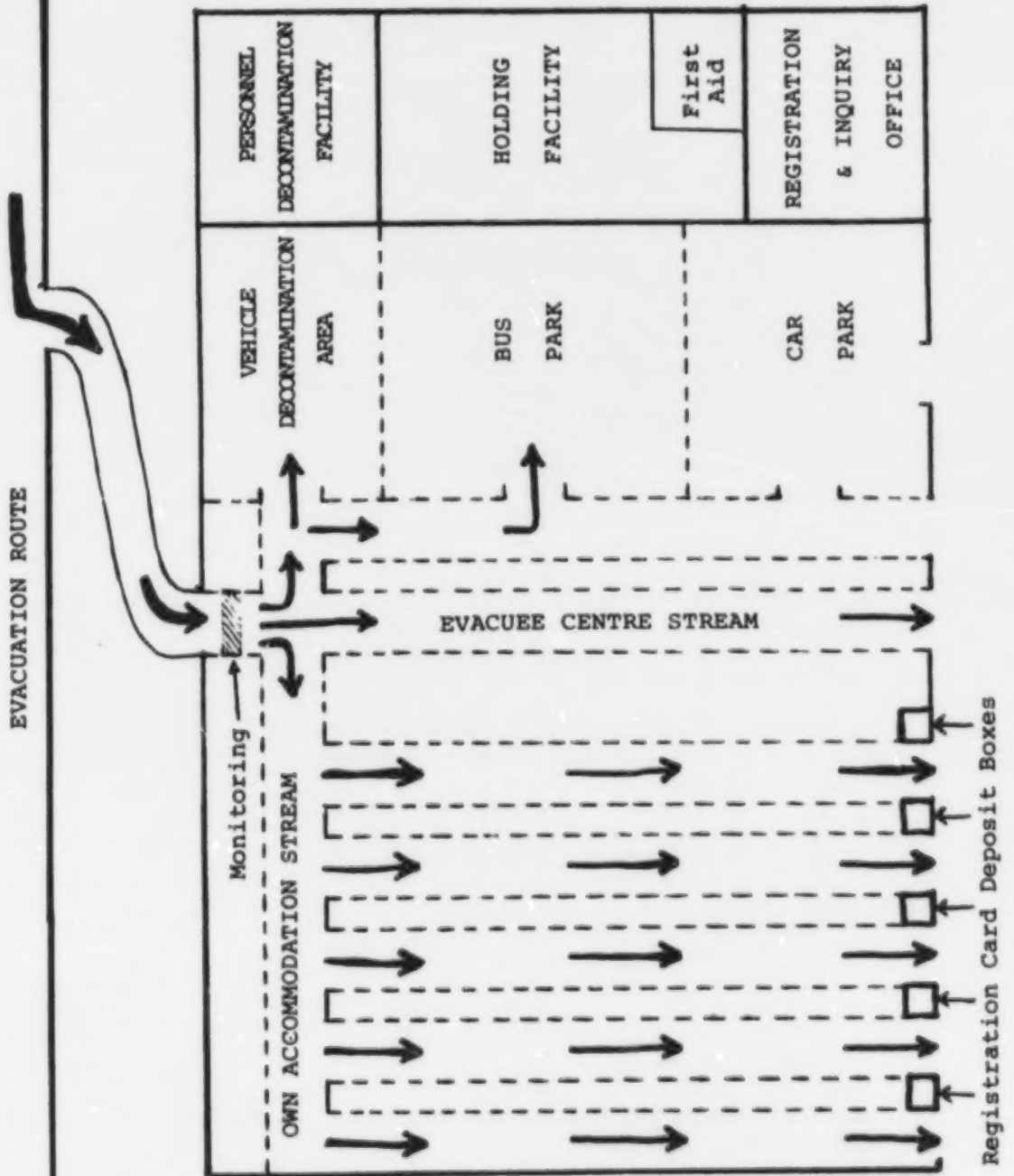


FIGURE 1 - RECEPTION CENTRE -- SCHEMATIC LAYOUT

filled in and then deposited in boxes placed at the end of each lane. These vehicles then proceed to their destinations.

- (e) A parking area for buses should be set aside where their passengers can be sorted out into those who wish to go to an Evacuee Centre, and those who wish to make their own accommodation arrangements. Registration cards are issued to them and necessary transportation arrangements made to enable the evacuees to reach their destinations.

5.0.3 A diagrammatic layout of a Reception Centre is shown in Figure 1 on page 23A.

5.1 Facilities

- 5.1.1 Facilities which will be used as Reception Centres should be identified prior to an emergency. The number of Centres selected will depend upon the number of evacuees anticipated in a general evacuation of the Primary Zone. One Reception Centre should serve several Evacuee Centres.
- 5.1.2 Specific response sectors should be allocated to each Reception Centre.
- 5.1.3 Reception Centres must be located not far outside of the Primary Zone along or very near the chosen evacuation routes. Traffic control arrangements must ensure that evacuee traffic does not leave an evacuation route before it exits into a Reception Centre.
- 5.1.4 Each designated Centre should be equipped with the following facilities (also see Figure 1, page 23A):
 - (a) adequate indoor space;
 - (b) a large marshalling area;
 - (c) changing, washing and showering facilities;
 - (d) telephone lines;
 - (e) a public address system;
 - (f) a fire hydrant.
- 5.1.5 Several types of buildings may provide suitable Reception Centre facilities:

- (a) large high schools or colleges;
- (b) shopping centres;
- (c) arenas;
- (d) exhibition grounds.

- 5.1.6 It will be necessary to establish a 24-hour contact who has keys to each Reception Centre facility. If the building is a school, the contact will be the Custodial Manager of the School Board. If the building is privately owned, such as a shopping centre would be, the contact might be the owner or manager of the facility.
- 5.1.7 It may also be necessary to draft a contract with the management of any privately owned facilities which have been designated as Reception Centres. A contract will establish clear areas of responsibility and liability.

5.2 Equipment

- 5.2.1 All necessary equipment should be allocated and identified prior to an emergency. If not presently available at designated facilities, it will have to be provided or arranged by the Social Services Department.
- 5.2.2 Equipment which will be necessary at Reception Centres would include the following:
- (a) additional telephone lines, if those available are insufficient;
 - (b) radio equipment, for use as back-up to telephones;
 - (c) office equipment;
 - (d) registration forms and directions to Evacuee Centres;
 - (e) extra clothing for contaminated evacuees;
 - (f) sundry items, such as soap and towels;
 - (g) plastic containers for contaminated material;
 - (h) first aid equipment;
 - (i) sign posts;
 - (j) monitoring equipment.

- 5.2.3 Each Reception Centre should be able to communicate with all the Evacuee Centres it serves, the Municipal Operations Centre and the Social Services Department. The Registration & Inquiry Office should have a number of telephones to answer public enquiries.
- 5.2.4 Registration forms should be prepared and reproduced prior to an emergency. File boxes, index cards, etc should be stored at the department so that they are readily available.

5.3 Organization

- 5.3.1 The organization of the Reception Centre should be worked out, and arrangements made for staffing it. Apart from Social Services personnel, there will be need for police officers, Fire Department personnel, Public Health personnel, volunteer organization personnel, radiological monitoring personnel and clerical staff.
- 5.3.2 A Director should be appointed for the Centre who would be responsible for running the Centre with the assigned staff and resources.
- 5.3.3 A brief manual should be developed specifying the organization, equipment and layout of the Reception Centre, the duties and responsibilities of each member of its staff, and the procedures to be followed in the working of the Centre.

SECTION 6

EVACUEE CENTRES

- 6.0.1 Evacuee Centres will provide the following services during an evacuation:
- (a) temporary accommodation;
 - (b) emergency food and clothing supplies;
 - (c) other necessary services.
- 6.0.2 Evacuees may be required to stay in Evacuee Centres in a nuclear emergency for up to several days.
- 6.0.3 Registration. Evacuees coming via the Reception Centre will bring registration cards with them. These will be completed by them and handed in to the Evacuee Centre

office. There they will be photo-copied and the originals returned to the Reception Centre. The copies will serve as the registration record of evacuees at the Evacuee Centre.

6.1 Facilities

- 6.1.1 Evacuee Centre facilities must be identified prior to an emergency. Whereas all evacuees will be required to report to a Reception Centre in an evacuation, only those who have not got alternate lodging arrangements will seek accommodation at Evacuee Centres.
- 6.1.2 Several Evacuee Centres should be designated for each Reception Centre. They may be adjoined to the Reception Centre, or located nearby.
- 6.1.3 Buildings designated for use as Evacuee Centres should be equipped with the following facilities:
 - (a) living accommodation;
 - (b) large washroom and shower facilities;
 - (c) kitchen and food service facilities;
 - (d) parking facilities;
 - (e) facilities for housing pets;
 - (e) a public address system.
- 6.1.4 It is preferable that Evacuee Centres have individual rooms, such as a school building might have. High schools will provide the most appropriate facilities for Evacuee Centres.
- 6.1.5 Each designated Evacuee Centre should be inspected prior to an emergency so that both its suitability and approximate capacity can be determined.
- 6.1.6 Refer to paragraphs 5.1.6 and 5.1.7 above for comments regarding 24-hour access and privately owned facilities, which apply to Evacuee Centres also.

6.2 Equipment

- 6.2.1 Various resources will be required at Evacuee Centres. It is the responsibility of the department to ensure that the following are available at the Centres:

- (a) food supplies;
- (b) bed and blankets;
- (c) additional clothing.

- 6.2.2 There are several arrangements which can be made to supply food to Evacuee Centres.
- 6.2.3 Local volunteer agencies, such as the Red Cross, may be able to provide complete food preparation and distribution services during an emergency. This must be determined prior to an emergency and suitable arrangements made.
- 6.2.4 If volunteer organizations will be unable to provide food for the number of evacuees anticipated, arrangements should be made with private catering firms to prepare and distribute food. A contract or letter of agreement should be drafted with catering companies, specifying the services required in an emergency.
- 6.2.5 It may also be useful to store dry food at Evacuee Centre facilities. Having supplies of infant formula and powdered milk on hand will enable staff to feed infants and young children soon after they arrive at the Centre.
- 6.2.6 Similiar arrangements can be made to provide beds and blankets at Evacuee Centres. If volunteer organizations will be unable to supply the number of beds required, rental arrangements should be made with private companies. An adequate number of beds must be earmarked prior to an emergency.
- 6.2.7 Preparations should be made with volunteer organizations to supply clothing at specific Evacuee Centres.

6.3 Personnel

- 6.3.1 Refer to sub-section 5.3 above, which applies equally to Evacuee Centres.

6.4 Other Services

- 6.4.1 Each Evacuee Centre should have a medical unit provided by the Public Health Department (see Chapter 6).
- 6.4.2 Evacuees will need a considerable amount of assistance in dealing with the many problems caused by the sudden disruption of their normal life routines. Each Centre should have a group of social workers to provide this

assistance. They are best provided by volunteer agencies.

- 6.4.3 There may be need for counselling for some evacuees. Social Services should arrange this.
- 6.4.4. Evacuees may bring along pets to the Centre. Arrangements for segregating and looking after them should be made. The local Humane Society may be able to assist. The Public Health Department should arrange veterinary services, if required (see sub-section 4.3, page 43).

SECTION 7

VOLUNTEER ORGANIZATIONS

- 7.0.1 Volunteer organizations will be an invaluable resource during a nuclear emergency. Because the functions of volunteer groups are close to those performed by Social Services, there is a need for the activities of the two bodies to be coordinated.
- 7.0.2 It is necessary for Social Services to determine precisely what role volunteer agencies will play in a nuclear emergency. The department must have a clear idea of the extent to which it will rely on the assistance of volunteers.
- 7.0.3 Listed below are some of the volunteer organizations which might assist the municipality in a nuclear emergency:
 - (a) The Red Cross;
 - (b) St. John Ambulance;
 - (c) The Salvation Army;
 - (d) Amateur radio operators.
- 7.0.4 Volunteer agencies may be able to provide the following:
 - (a) Registration and Inquiry services;
 - (b) emergency food and clothing supplies;
 - (c) support staff, such as cooks and clerks;
 - (d) Reception and Evacuee Centre facilities;
 - (e) first-aid services;

(f) extra equipment, such as beds, blankets, tables and chairs;

(g) communications equipment.

7.0.5 It is advisable to select and designate particular agencies for specific tasks prior to an emergency. This will allow volunteer organizations to prepare for their responsibilities during an emergency. It will also allow Social Services to coordinate the activities of various volunteer groups.

7.0.6 The selection of volunteer organizations should be based on three criteria:

(a) the group's level of expertise and preparedness;

(b) the number of volunteers available to the group;

(c) the facilities and equipment which the agency possesses.

7.0.7 Once agencies have been selected, a volunteer coordinator should be assigned within the Social Services Department.

7.0.8 It will be the responsibility of the department to contact volunteer organizations in a nuclear emergency. The coordinator should establish a fan-out notification plan for all volunteer groups, so that a volunteer force can be mobilized quickly.

7.0.9 Amateur radio operators will be an important source of communications equipment. If they have not already done so, radio operators should establish a fan-out notification plan. Social Services should be prepared to contact amateur operators in an emergency, in order to activate the notification plan.

7.0.10 Amateur radio operators should have portable, mobile and fixed radio equipment available. Once alerted to a nuclear emergency, they should assemble at the Social Services Department where they will be dispatched as necessary.

7.0.11 All volunteer workers cannot be dispatched in the early stages of an emergency. In order to facilitate shift work, volunteers should be divided into two or three teams prior to an emergency.

7.0.12 Any services which the department expects from volunteer agencies must be agreed upon in advance. The agreement may take the form of a letter or a formal contract. It should specify the number of volunteers and types of equipment and services which will be provided.

SECTION 8

ASSESSMENT OF RESOURCES

- 8.0.1 Refer to Chapter 2, Section 7 (page 11-12).
- 8.0.2 In addition, the Department of Social Services should have an up-to-date data base containing the following information:
- (a) the location and number of inhabitants in any institutions, group homes or Day Care centres under its supervision, as well as a telephone number and contact for each;
 - (b) similiar information for host facilities in neighbouring municipalities;
 - (c) proposed locations for Reception and Evacuee Centres;
 - (d) the approximate capacity of those facilities;
 - (e) possible sources for emergency clothing;
 - (f) volunteer agencies capable of providing support staff, such as cooks and registration clerks;
 - (g) possible sources for additional resources, such as radio equipment, tables, chairs, beds and blankets.
- 8.0.3 The emergency data base must be periodically reviewed and updated.

SECTION 9

TRAINING

- 9.0.1 Refer to Chapter 2, Section 8 (pages 12-13).
- 9.0.2 Training programs are an essential part of the department's preparation for a nuclear emergency. In most cases staff will be performing tasks which are unfamiliar and operating under new organizational structures.

9.0.3 The following programs will be valuable for Social Services staff:

- (a) The department may wish to conduct Reception and Evacuee Centre rehearsals.
- (b) Joint training exercises should be arranged with volunteer agencies.
- (c) Counselling staff may require specific instruction in how to counsel nuclear emergency trauma.

CHAPTER 5

PUBLIC AND SEPARATE SCHOOL BOARDS

SECTION 1

INTRODUCTION

- 1.0.1 Both School Boards must identify all schools situated inside the Primary Zone according to the response sector in which they are located. The Boards should have an estimate of the total number of teachers, staff and students who may be affected by a nuclear emergency.
- 1.0.2 A School Board may be involved in a nuclear emergency in the following ways:
- (a) overseeing the carrying out of protective measures ordered for schools under its jurisdiction, and providing assistance where required;
 - (b) providing transportation to schools for evacuation;
 - (c) providing transportation , if available, for evacuation of the general public;
 - (d) providing school buildings and other assistance for establishing Reception and Evacuee Centres.
- 1.0.3 Schools may be required to carry out the following protective measures in a nuclear emergency:
- (a) suspend classes in order to allow parents to collect their children. If specified in the order, other children, whose parents have indicated in advance that this may be done, will be bused home;
 - (b) adopt sheltering;
 - (c) evacuate to a designated Reception Centre.

SECTION 2

NOTIFICATION

- 2.0.1 Refer to Chapter 2, Section 2 (pages 3-5).

2.1 Initial Notification

- 2.1.1 The Police Communications Office will notify School Board representatives on the Municipal Control Group.

2.2 Internal Notification

- 2.2.1 The School Board representative should, during school hours, convey notification of a nuclear emergency to principals of all their schools in the Primary Zone.
- 2.2.2 The School Board representative on the Control Group should notify the Transportation Manager and Custodial Manager of the Board.
- 2.2.3 Once notified, school principals and the Transportation and Custodial Managers must ensure that they, or their alternates/deputies, are available at all times on their designated telephones.

2.3 External Notification

- 2.3.1 The Transportation Manager must be capable of mobilizing school buses and drivers on a 24-hour basis.
- 2.3.2 He or she should have a record of the residence telephone numbers of all drivers employed by the Board. A 24-hour contact must be established with any private companies contracted by the Board. Those companies must also have established policies for contacting employees on a 24-hour basis.

2.4 Public Notification

- 2.4.1 Parents must know precisely what steps are being taken to ensure the safety of their children, and they must be instructed regarding any actions they are required to take.
- 2.4.2 Suitable announcements will be drafted by the School Board representative on the Municipal Control Group and transmitted to the Local Information Centre for broadcast through the media. Such announcements will be made at the commencement of the emergency, periodically throughout it, and whenever any protective measure involving or affecting a school is to be taken.

SECTION 3

MUNICIPAL CONTROL GROUP

- 3.0.1 Refer to Chapter 2, Section 3 (pages 5-8).
- 3.0.2 Both the Public and Separate School Boards should provide a representative each in the Municipal Control Group.
- 3.0.3 It is essential that the representative in the Control Group is able to communicate with individual school principals and departmental staff.
- 3.0.4 Each School Board must ensure that one telephone line is reserved for its exclusive use in the Operations Centre.

SECTION 4

PROTECTIVE MEASURES

4.1 Suspension of School Classes

- 4.1.1 Each school in the Primary Zone must obtain in advance from parents of their students direction as to whether their children should be sent home or not should classes be suspended due to a nuclear emergency. Records of these directions should be maintained.
- 4.1.2 Orders to suspend classes in a school will include specific instructions as to whether students are to be sent home or not. Appropriate announcements will also be broadcast through the media.
- 4.2.3 When classes are ordered suspended in a school, parents who wish to do so may collect their children from the school. A record of such children will be kept.
- 4.1.4 If the school is instructed to send students home, these instructions will apply only to children whose parents have directed that they can be sent home. The older children in this category who live nearby may be permitted to walk home. Others will be sent by bus. Records of all children leaving school will be kept.

- 4.1.5 The students remaining behind will remain the responsibility of the school until collected by their parents/guardians from the school, or from the Reception Centre if the school is evacuated. Classes for such students can be resumed, though it would be useful for them to first rehearse sheltering and evacuation drills, should these measures become necessary later on.

4.2 Sheltering

- 4.2.1 A sheltering plan should be drafted for each school, outlining the safest areas of the building, and including procedures to close doors and windows, and shut off ventilation.
- 4.2.2 Parents must be notified through the media that students are being sheltered in school buildings, especially if the sheltering order is expected to extend beyond school hours. Parents must also be advised not to pick up children at school.
- 4.2.3 A decision to evacuate may follow the sheltering order, so staff and students should be prepared to evacuate while following sheltering procedures.

4.3 Thyroid Blocking

- 4.3.1 This measure requires the administration of potassium iodide (KI) pills to protect against radioiodine in the radioactive emission. Schools in which such a measure may be required will be provided in advance with a stock of such pills and instructions on dosage signed by the Medical Officer of Health.
- 4.3.2 If so directed, KI pills will be administered to the students according to the dosage instructions, except to any children known to be allergic to iodine.
- 4.3.3 Children will be given KI pill packages to take home to continue protective treatment over the next few days, until directed to stop. Instructions to this effect will be broadcast through the media by the Medical Officer of Health.

4.4 School Evacuation

- 4.4.1 Two types of schools may be affected by an evacuation order:

- (a) schools located within the Primary Zone which have to be evacuated;
 - (b) schools outside of the Primary Zone which have been chosen as Reception or Evacuee Centres.
- 4.4.2 Each school in the Primary Zone must have an emergency plan which includes detailed procedures for evacuation during a nuclear emergency.
- 4.4.3 The following provisions should be included in the plan:
 - (a) Classes will assemble and teachers will take attendance.
 - (b) Students will put on all outer garments and remain inside the school building until buses arrive.
 - (c) Students will embus by class. The youngest children will leave the school first.
 - (d) Bus drivers must ensure that all bus windows are closed and that they remain closed.
 - (e) Teachers will proceed with their class directly to Reception Centres where classes will remain together.
- 4.4.4 The number of buses required to evacuate each school must be worked out in advance by the School Board, and plans made to provide them in an emergency. If additional buses are likely to be required from outside the municipality, the School Board must make prior arrangements, which should be documented.
- 4.4.5 In schools where students are normally bused, the Transportation Manager will contact drivers and dispatch them as usual. If some buses or drivers are not available, these should be made up from the bus pool. The Manager should know the location of every bus in the municipality at all times, so that they can be dispatched rapidly.
- 4.4.6 In schools where students are not normally bused, the Transportation Manager will arrange the number of buses that will be needed. Prior arrangements must be made with private contractors or other sources.
- 4.4.7 Buses will take students directly to Reception Centres from where they will be collected by parents. Students and teachers should remain with their class at the Centre.
- 4.4.8 When children leave the Centre, teachers will note when students leave and with whom. Each teacher will be

responsible for students in his or her class until they leave the Centre.

- 4.4.9 The principal of a school that is evacuated will remain responsible for the students until the last one has been handed over to a parent/guardian. The principal will keep the School Board representative on the Municipal Control Group informed of the progress of the evacuation and the collection of students by their parents.

4.5 Transportation Services

- 4.5.1 The School Board may be required to provide surplus school buses to transport members of the public in an evacuation.
- 4.5.2 The Transportation Manager should determine prior to an emergency the number of buses which the School Board can provide during school hours and outside them, and by day and night. Arrangements for such extraordinary use of buses must be made in advance, especially with drivers.
- 4.5.3 Buses and drivers will assemble at the Municipal Operations Centre, or other designated location, where they will be briefed and dispatched along pre-determined patrol routes or to specific pick-up points in each sector.

4.6 Schools Used as Reception or Evacuee Centres

- 4.6.1 School buildings which will be used as Reception or Evacuee Centres will be identified prior to an emergency.
- 4.6.2 Established procedures should exist for dismissing students of these schools in an emergency. These should provide for holding students whose parents would not be at home until normal school closing hours.
- 4.6.3 Teachers, staff and any remaining students may volunteer to assist Social Services personnel at the Centre.
- 4.6.4 Procedures must be established for opening school buildings outside of school hours. The Custodial Manager will arrange for custodial staff of the school to open buildings. The principal of each school must be notified by the School Board as soon as his or her school has been opened as an emergency centre.
- 4.5.6 The School Board may be requested to store supplies at Reception/Evacuee Centre schools. This may include registration forms, blankets and dry food.

SECTION 5

LOCAL INFORMATION CENTRE

- 5.0.1 Refer to Chapter 2, Section 4 (page 9)
- 5.0.2 The School Board representative in the Municipal Control Group must maintain close contact with the Local Information Centre in order to provide continuously updated information on the situation in various schools and any measures being taken for the protection of students. This information must be regularly disseminated through the media for the benefit of parents.

SECTION 6

ASSESSMENT OF RESOURCES

- 6.0.1 Refer to Chapter 2, Section 7 (pages 11-12).
- 6.0.2 The School Board should have an up-to-date data base containing the following information for use during a nuclear emergency:
 - (a) the population of each school and the number of buses required for an evacuation;
 - (b) a resource inventory of facilities and equipment contained in those schools designated as Reception or Evacuee Centres;
 - (c) an inventory of buses and drivers available to the Board.

SECTION 7

TRAINING

- 7.0.1 Refer to Chapter 2, Section 8 (pages 12-13).
- 7.0.2 Training is a fundamental aspect of the preparation for a nuclear emergency. Everyone involved in emergency

measures, from superintendents to students, will be taking part in unfamiliar procedures during a nuclear emergency.

- 7.0.3 Training exercises will serve as a rehearsal of emergency procedures, at the same time providing an assessment of the capabilities of the School Board during an emergency. Instructional seminars will serve to familiarize people with their responsibilities during an emergency, providing them with information which can be used in an emergency situation.
- 7.0.4 Administrators, including the Director of Education, the Municipal Control Group representative, the Transportation Manager and the Custodial Manager, must be acquainted with the organizational structure which will be in place during an emergency.
- 7.0.5 Principals, teachers, staff and students in schools in the Primary Zone must be familiar with the procedures for special dismissal, sheltering and evacuation. Sheltering and evacuation rehearsals could be included in fire drills. Principals and teachers should know the evacuation route which has been chosen for the response sector in which the school is located, as well as the assigned Reception Centre.
- 7.0.6 Principals, teachers, staff and students in schools designated as Reception or Evacuee Centres should be aware of the tasks they may be required to perform should assistance be needed at the Centres. If Reception/Evacuee Centre rehearsals are conducted by the Social Services Department, it may be useful for members of the school to participate.
- 7.0.7 Bus drivers and private operators should be aware of what their responsibilities may be during a nuclear emergency. They should know they may be called upon to provide emergency transportation services. Regular drivers at schools where students are bused should be familiar with the evacuation route and Reception Centre assigned for these schools. All drivers should be aware of the safety precautions such as ensuring that all bus windows are kept closed.

CHAPTER 6

DEPARTMENT OF PUBLIC HEALTH

SECTION 1

INTRODUCTION

- 1.0.1 The responsibilities of the Public Health Department during a nuclear emergency will be confined to providing medical services to members of the affected population and ensuring that support staff are available to special care facilities in the area.
- 1.0.2 The Health Unit will not be responsible for providing radiation monitoring and decontamination services in a nuclear emergency.

SECTION 2

NOTIFICATION

- 2.0.1 Refer to Chapter 2, Section 2 (pages 3-5).
- 2.0.2 The Department of Public Health must establish procedures for contacting all departmental staff in an emergency, including Health Inspectors, Public Health nurses, Home Care personnel and clerical workers.
- 2.0.3 The department should also have established procedures for contacting medical personnel outside of the department. These might include private physicians, registered nurses, and paramedics qualified to assist in a nuclear emergency.

SECTION 3

MUNICIPAL CONTROL GROUP

- 3.0.1 Refer to Chapter 2, Section 3 (pages 5-8).
- 3.0.2 The Public Health Department will provide a representative in the Municipal Control Group. This may be the Medical Officer of Health, the Director of Environmental Health Services or another senior official. The department must designate a representative and an alternate prior to an emergency.

SECTION 4

PROTECTIVE MEASURES

- 4.0.1 The Department of Public Health will be responsible for providing medical services to members of the affected population, assistance to special care facilities, and veterinary services.
- 4.0.2 To do this the Department should organize a suitable control unit at its office. It should also set up a medical hot-line which can be called by the public for assistance on medical problems.

4.1 Medical Services

- 4.1.1 Medical services to be provided by the Public Health Unit during a nuclear emergency might include the following:
 - (a) providing in-home medical assistance in areas where sheltering has been imposed;
 - (b) establishing medical units at Evacuee Centres to provide first-aid and preliminary medical assistance to evacuees, and to aid in infant care and feeding;
 - (c) ensuring that a doctor is available to treat patients at Evacuee Centres;
 - (d) providing access to personal doctors, medications and prescription drugs;
 - (e) providing medical assistance to those who remain in an evacuated area;
 - (f) arranging reinforcement of hospitals in the host area to which evacuees have moved if existing facilities prove inadequate.
- 4.1.2 In order to offer these services the department will have to establish the following prior to a nuclear emergency:
 - (a) a roster of private physicians and nurses who will be available to see patients during an emergency, both in the Primary Zone and in (or from) Evacuee Centres;

- (b) a record of where personal doctors located in each response sector can be reached after an evacuation of their sector;
- (c) special arrangements for obtaining medications and prescription drugs during an emergency;
- (d) drawing up rosters of the staff to be assigned to the medical unit at each Evacuee Centre;
- (e) assessing the hospital resources in host areas and earmarking sources for reinforcement, if required.

4.2 Assistance to Special Care Facilities

- 4.2.1 Two kinds of assistance may be required by special care facilities in the municipality during a nuclear emergency:
 - (a) Host facilities outside of the Primary Zone providing accommodation to patients from evacuated facilities may require additional support staff to handle the increased number of patients.
 - (b) For reasons of their own safety, some institutional patients may not be evacuated from the affected area, while other more stable patients are transported to alternate facilities outside of the Primary Zone. In this case, volunteer medical personnel will be required to remain in institutions to care for patients who are not evacuated.
- 4.2.2 Home Care personnel may be able to arrange for support staff to be provided to these institutions. Public Health nurses may also be available to provide nursing assistance.
- 4.2.3 The department should determine the support staff which may be required at institutions in the Primary Zone and host facilities outside of the area in an evacuation. Arrangements must be made with the institutions and personnel allocated for the task prior to an emergency.

4.3 Veterinary Services

- 4.3.1 Various veterinary services may be required during a nuclear emergency which will be similar to the medical services provided for people.

- 4.3.2 It may be necessary for the Public Health Department to compile a roster of private veterinarians who will be available to provide assistance.

4.4 Thyroid Blocking

- 4.4.1 If potassium iodide (KI) pills are ordered to be used by any part of the population the Medical Officer of Health is responsible for ordering the stopping of continued KI medication at an appropriate time. For this purpose the MOH will consult with the Head, Technical Group, at the Provincial Operations Centre. Instructions for stopping KI medication will be broadcast through the Local Information Centre.

4.5 Restoration

- 4.5.1 During restoration operations after a nuclear emergency the Public Health Department may be required to provide two services:
- (a) There may be members of the population who require psychological counselling following an emergency. Public Health should be prepared to establish a counselling service to provide this.
 - (b) It is possible that some members of the public may believe that they have been exposed to significant radiation during the emergency, and may ascribe medical problems arising later to such exposure. The department should be prepared to ensure that these people undergo periodic medical examinations following the emergency.
- 4.5.2 Planning for restoration services should be done prior to an emergency.

SECTION 5

ASSESSMENT OF RESOURCES

- 5.0.1 Refer to Chapter 2, Section 7 (pages 11-12).
- 5.0.2 The data referred to in paragraph 4.1.2 above should be assembled.
- 5.0.3 It would be advisable for the Medical Officer of Health to assess the capability of hospitals in the area to treat emergency workers or members of the public for

radiation sickness, should such casualties occur. Although injuries of this nature are extremely unlikely, the Health Department should be prepared to arrange treatment if it becomes necessary.

SECTION 6

TRAINING

- 6.0.1 Refer to Chapter 2, Section 8 (pages 12-13).
- 6.0.2 As it is unlikely that Public Health personnel will be dealing with radiation-related injuries during a nuclear emergency, they will require no specific medical training.
- 6.0.3 Like other emergency workers, Public Health personnel should nonetheless be familiar with the procedure of a nuclear emergency and the organizational structure which will be in place.

CHAPTER 7

THE FIRE DEPARTMENT

SECTION 1

INTRODUCTION

- 1.0.1 The department will play a limited role in a nuclear emergency, supplying trucks and firefighters to Reception Centres and the Exposure Control Centre to hose down contaminated vehicles.
- 1.0.2 The Fire Department will be required to maintain regular services in the municipality throughout the duration of the emergency. The department should prepare an emergency plan so that it can provide these services even if some of its fire stations in the Primary Zone are affected by protective measures ordered for their sectors.

SECTION 2

NOTIFICATION

- 2.0.1 Refer to Chapter 2, Section 2 (pages 3-5).

SECTION 3

MUNICIPAL OPERATIONS CENTRE

- 3.0.1 Refer to Chapter 2, Section 3 (pages 5-8).
- 3.0.2 The Fire Department will provide a representative to the Municipal Control Group who may be the Fire Chief of the affected municipality or the Fire Coordinator of the area.
- 3.0.3 It will be the responsibility of this representative to keep all fire stations informed of the latest safety status assigned to response sectors in the Primary Zone.
- 3.0.3 In the event that a fire station is designated as the Municipal Operations Centre, the department will be responsible for ensuring the building is adequately equipped. Tables, chairs, blackboards, additional

telephone lines and radio equipment may be required at the Centre. Support staff such as clerical workers and radio and telephone operators may also be required.

SECTION 4

PROTECTIVE MEASURES

- 4.0.1 The primary responsibility of the Fire Department will be to provide trucks and firefighters at Reception Centres and the Exposure Control Centre to hose down contaminated vehicles.
- 4.0.2 The department must determine whether it is capable of providing the necessary equipment and personnel at each Centre, as well as maintaining regular firefighting and rescue services. If not, arrangements must be made with neighbouring Fire Departments to provide additional resources in an emergency.
- 4.0.3 The department must also establish whether buildings designated as Reception Centres and the Exposure Control Centre are equipped with fire hydrants. If they are not, tanker trucks must also be allocated to those Centres.
- 4.0.4 If the department is required to respond to a call from a sector within the Primary Zone, its personnel should observe the precautions prescribed for the current safety status of that sector (see paragraph 3.0.3 above).

SECTION 5

ASSESSMENT OF RESOURCES

- 5.0.1 Refer to Chapter 2, Section 7 (pages 11-12).
- 5.0.2 A resource inventory for the Fire Department should include not only equipment and personnel available from local departments, but from departments in surrounding areas.
- 5.0.3 The Fire Department will likely be the only department in the region which has a supply of respirators and oxygen which may be required as protective equipment in a nuclear emergency. Records of the equipment and its location should be kept so that it could be made available if need be.

SECTION 6

TRAINING

- 6.0.1 Refer to Chapter 2, Section 8 (pages 12-13).
- 6.0.2 The most valuable type of training for the Fire Department are mutual aid exercises, since it is likely the department will require support during a nuclear emergency. Mutual aid exercises should establish notification procedures and response times for neighbouring departments.

CHAPTER 8

THE PUBLIC WORKS DEPARTMENT

SECTION 1

INTRODUCTION

- 1.0.1 Many of the functions the Public Works Department will perform during a nuclear emergency will be similar to those performed during emergency situations which the department faces on a regular basis. These functions might include providing barricades, lights and signs to traffic control points, as well as dispatching road crews and snow removal equipment along designated routes.
- 1.0.2 Nonetheless, two factors can be identified which may significantly alter the role of Public Works during a nuclear emergency, and which necessitate planning prior to an emergency. They are the potential magnitude of the emergency and the degree to which the activities of the Works Department will be coordinated with (and determined by) those of several other regional and municipal departments. The department will be acting on directives from the Municipal Control Group and the police force throughout a nuclear emergency.
- 1.0.3 Because of these factors, the Works Department must be familiar with the specific protective measures which have been proposed for a nuclear emergency. Such information as the precise location of traffic control points and proposed evacuation routes will enable the department to determine the amount and types of equipment which may be required for a large-scale emergency. In addition, the department should have a clear idea of the process of internal operations, as well as those with organizations outside of the department.

SECTION 2

NOTIFICATION

- 2.0.1 Refer to Chapter 2, Section 2 (pages 3-5).

2.1 Initial Notification

- 2.1.1 The head of the Public Works department will be notified immediately of a nuclear emergency.

2.2 Internal Notification

- 2.2.1 The department should have its own fan-out notification plan.
- 2.2.2 If the Works Department employs a 24-hour standby crew, the foreman should be immediately alerted of an emergency situation so that he or she may assemble members of the crew, as well as any additional employees who might be required.
- 2.2.3 If a standby crew is not employed, the department must ensure that field staff can be mobilized quickly on a 24-hour basis.

2.3 External Notification

- 2.3.1 Outside organizations which may be able to provide assistance during a nuclear emergency are Public Works Departments in neighbouring areas, as well as the district office of the provincial Ministry of Transportation and Communications.
- 2.3.2 The department is responsible for notifying public utility companies, such as Consumers Gas, of a nuclear emergency.
- 2.3.3 The department must establish 24-hour contacts and procedures for emergency notification with each of these organizations.

SECTION 3

MUNICIPAL CONTROL GROUP

- 3.0.1 Refer to Chapter 2, Section 3 (pages 5-8).
- 3.0.2 The Public Works Department will provide a representative to the Municipal Control Group. An alternate representative should also be chosen.

SECTION 4

PROTECTIVE MEASURES

- 4.0.1 A major responsibility of the Public Works Department is to carry out any protective measures ordered for municipal water supply systems operated by it. If such measures

could result in shortages the department should notify the Provincial Operations Centre through the Municipal Control Group, and assist in remedial action.

- 4.0.2 Another responsibility of the Public Works Department during a nuclear emergency will be to provide barricades, lights and signs at traffic control points throughout the Primary Zone. Traffic control points will be those established in the Traffic Control Plan prior to an emergency. (Refer to Chapter 3, Sub-section 4.5, page 18.) The department must be familiar with the location of these points before a nuclear emergency occurs.
- 4.0.3 If both municipal and regional or county Works Departments will be involved in an emergency, individual areas of responsibility should be clearly established. This might include the allocation of certain sectors of responsibility or the joint use of resources.
- 4.0.4 In addition to providing equipment at traffic control points, the Works Department may also be required to dispatch road crews and snow removal equipment along designated evacuation routes.
- 4.0.5 The department will also be obliged to maintain routine operations throughout the region, both within the Primary Zone and outside of it. Both of these factors should be considered in pre-emergency planning. Operations within the zone should take account of the safety status assigned from time to time to various response sectors.
- 4.0.6 The department should make an emergency plan for any facilities or plants it operates which are located inside the Primary Zone and may be affected by protective measures ordered for the sector they are located in.
- 4.0.7 The department is responsible for keeping public utility companies (such as Consumers Gas) informed of developments during the emergency, and coordinating their actions to respond to it. Specially important is keeping such agencies informed of the safety status of response sectors at all times so that their emergency repair crews can observe appropriate precautions.

SECTION 5

ASSESSMENT OF RESOURCES

- 5.0.1 Refer to Chapter 2, Section 7 (pages 11-12).

- 5.0.2 Because the main function of the Works Department will be to supply equipment in the affected area, maintaining a resource inventory is an essential part of the preparation the department will do for a nuclear emergency.

SECTION 6

TRAINING

- 6.0.1 Refer to Chapter 2, Section 8 (pages 12-13).
- 6.0.2 It is unlikely that Public Works employees will require extensive training for their responsibilities during a nuclear emergency. In most cases workers will be performing familiar tasks.
- 6.0.3 Probably the only specific instruction required by Works employees will be emergency worker safety training.
- 6.0.4 The Public Works Department should participate in municipal exercises, both to rehearse emergency procedures and to assess the capability of the department to perform during an emergency.